

## OMC Job Risk Assessment

<b>Name(s) of Specific Application Risk Team Members:</b> R. Koebel, D. Rodgers, J. Sikora, M. Braunreuther	Point Value → Parameter ↓	1	2	3	4	5
<b>Job Title: Office Work</b>	Frequency (B)	≤once/year	≤once/month	≤once/week	≤once/shift	>once/shift
<b>Job Number or Job Identifier: JRA-02</b>						
<b>Job Description: Computer work - typing/mouse; Phone use; Desk work; Manual office tasks – filing, copy machine, hole punch, staplers, printers, light manual lifting of office supplies, water bottles, equipment, storage boxes.</b>	Severity (C)	First Aid Only	Medical Treatment	Lost Time	Partial Disability	Death or Permanent Disability
Training Procedures List (Optional): BNL level class IND-004 Video Display -	Likelihood (D)	Very Unlikely	Unlikely	Possible	Probable	Multiple
Approved by: Dr. J. Falco    Date: 8/22/06    Rev. #: 0						
<b>Stressors:</b> Stressors that were quantified in the ratings below include: Work patterns that may include long hours, deadlines, high volume of work; Work environment where lighting and ventilation may impact work quality and comfort.		Reason for Revisions (if applicable):		Comments:		

			Before Additional Controls							After Additional Controls						
Job Step / Task	Hazard	Control(s)	Stressor	# of People A	Frequency B	Severity C	Likelihood D	Risk* AxBxCxD	Control(s) Added to Reduce Risk	Stressors	# of People A	Frequency B	Severity C	Likelihood D	Risk* AxBxCxD	% Risk Reduction
Computer work (typing/mouse), desk work; phone use	Repetitive motion injuries	Ergonomic reviews of the work station design by SME, adjustable chairs, ergonomically designed keyboards and mouse, alternating tasks, work breaks, keyboard and mouse wrist cushions	N	1	5	4	2	40								
	Eye strain	Proper lighting, glare screens Ergonomic reviews of the work station design by SME, adjustable chairs, alternating tasks, work breaks	N	1	5	1	2	30								

## OMC Job Risk Assessment

Job Step / Task	Hazard	Control(s)	Before Additional Controls						Control(s) Added to Reduce Risk	After Additional Controls						% Risk Reduction
			Stressor	# of People A	Frequency B	Severity C	Likelihood D	Risk* AxBxCxD		Stressors	# of People A	Frequency B	Severity C	Likelihood D	Risk* AxBxCxD	
	Neck & Back strain from static posture	Ergonomic reviews of the work station design, adjustable chairs, work breaks, alternating tasks, speaker phones	N	1	5	3	2	30								
Manual office tasks – filing, copy machine, hole punches, staplers, sorters, collators, printers, label makers, and similar office equipment, light manual <u>lifting</u> of office supplies, water bottles and equipment; filing paperwork in cabinets and storage boxes.	Neck or back strain/injuries from lifting, pushing, pulling, holding, carrying;	Work breaks, alternating tasks, proper lifting techniques, back safety training, use of carts; slip resistant shoes; use of hand trucks and dollies; limit storage on upper shelves; store heavy items at below shoulder height	N	1	5	3	3	45								
	Cuts and abrasions, punctures, finger injuries	Tier 1 inspections, Padded sharp edges, furniture design, safe tool design (example: staple removers, box cutters)	N	1	5	3	2	30								
	Moving around equipment- Falls on same level, falls from step stools; Slip and trips	Housekeeping, maintenance of floor/work surfaces, Tier 1 inspections, clearance in aisle-ways, mats on slick flooring; step stools with anti-skid features	N	1	5	3	3	45								
	Electrical hazard-shock	Proper grounding of equipment, limited use of extension cords, NRTL equipment, Tier 1 inspections	N	1	5	2	1	10								
General office area room occupancy	Climate, comfort, air quality	Proper lighting, HVAC units and their proper maintenance, custodial services, Tier 1 inspections, IAQ investigations,	N	1	5	2	4	40								
Walking to parking lots, in hallways, and in offices	Falls to same or lower level	See <i>Walking</i> JRA.(JRA-01)	-	-	-	-	-	-								

## OMC Job Risk Assessment

<b>*Risk:</b>	<b>0 to 20</b>	<b>21 to 40</b>	<b>41-60</b>	<b>61 to 80</b>	<b>81 or greater</b>
	<b>Negligible</b>	<b>Acceptable</b>	<b>Moderate</b>	<b>Substantial</b>	<b>Intolerable</b>